

Adobe DC Portfolio Guide

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An Adobe Portfolio file is a special type of pdf file. A Portfolio file has additional organizing tools that allow multiple files to be combined while keeping the individual files properties. One of the important individual file properties involves digital signatures. The Portfolio format allows the NDDOT to create one document without affecting all digital signature properties. These features make it easier to create one document for the construction plans that incorporate current addendums without having to redo as many digital signatures.

The NDDOT is creating separate pdf files for each section of the plans. These sections will be digitally signed and incorporated into the portfolio.

To view a portfolio pdf, you will need an Adobe product such as Acrobat Reader, Acrobat Standard or Acrobat Pro. Below is the link to the latest version of Acrobat Reader: <https://get.adobe.com/reader/>

There are 2 different file formats for adobe portfolios. The old format used Adobe Flash technology. The new format doesn't use this technology. Older portfolios required additional, free, software to be loaded on computers in addition to a pdf reader. NDDOT projects posted after September 1, 2018 should use the new portfolio format and the Adobe Flash player will not be needed if viewed with Adobe Reader DC or Acrobat DC.

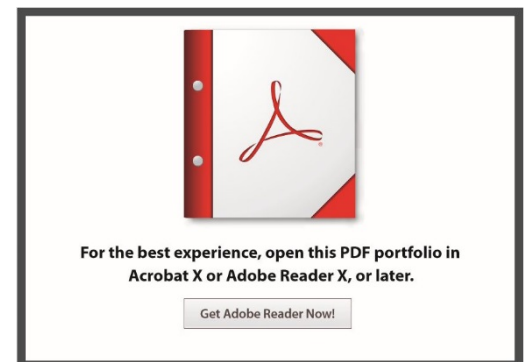
This document discusses reviewing files that use the new portfolio format. There is an older guide similar to this one that discusses reviewing portfolios in the old format (see following link). http://www.dot.nd.gov/manuals/design/caddmanual/UG_Meetings/Adobe%20Portfolio%20Guide.pdf

Most of the screen views shown in this document are from the Adobe Acrobat Pro DC version. Many tools discussed in the guide (using the DC version) also exist in the "reader" and "XI (version 11)" versions.

Web Browsers

Most web browsers will not be able to open a portfolio directly. For example, Microsoft Edge will not directly open a web link to a portfolio. You may get the notice shown to the right.

The most common work around for this problem is to download the file and open the file directly with your pdf reader application. To download the pdf, right click on the web link and select the option "Save target as". A "Save As" dialog box will open that allows you to adjust the file name and storage location.



When opening portfolios on Ipads, use the "Open In" option. This is a popup option that you won't see unless you touch the screen. The "Open In" tool will provide the "Copy to Adobe Acrobat" option. The split screen portfolio (layout/files) view will not display. Only the list of sections – pdf files will display. Select the section to open. Use the back button to get back to the list.

Note, the browser "Internet Explore" can open Adobe Portfolios directly. However, some adobe tools are not available while being accessed through the browser. Near the end of this guide there is additional guidance on "Web Browser Adjustments".

Viewing

A portfolio file has the same file name extension as a regular pdf. The main way to tell that the pdf is a portfolio is by opening it. A portfolio will usually open with the “Layout” or “Default” portfolio panel. This panel may be at the top or left side of the application window. The portfolio panel shows all of the individual pdf’s embedded in the portfolio.

The pdf content will be displayed in a preview panel. The preview panel can be used to review all the pages within each section.

Navigating Sections

There are 2 ways to change sections (embedded pdf’s) within a portfolio. The section can be selected from the “Layout” or “Default” portfolio panel or the navigation arrows can be used in the top left corner of the preview panel.

IM-5-094(121)087_Final Plans 1of1xxx.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools IM-5-094(121)087... x

Open Document

Signed and all signatures

Signature Panel

001TS_PCN 21642.pdf

002TC_PCN 21642.pdf

004SW_PCN 21642.pdf

JOB # 18
NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

Click on arrows go to the next or previous section.

Click on a section to change preview.

STATE COUNTY MAP

PROFESSIONAL ENGINEER

Navigating Pages within Sections

Move the cursor to the lower middle area of the preview panel. A popup tool bar should appear with arrows that allow page navigation within the section. The scroll bar in the preview panel can also be used to change pages. Keyboard buttons such as Page Up, Page Down, Arrow Up and Arrow down also work.

The page navigation tools will only work for the active previewed section. The page navigation tools will not navigate to first page of the next section or to the last page of the previous section. The Section navigation tools must be used to change the section.

The individual sections can be opened by accessing the “Open File” icon in the upper right corner of the preview panel.

The screenshot displays the Adobe Acrobat Pro DC interface. The title bar shows the file name "IM-5-094(121)087_Final Plans 1of1xxx.pdf - Adobe Acrobat Pro DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows "Home" and "Tools" tabs, with the "Tools" tab active. The main window displays a PDF document titled "030TP_PCN 21642.pdf". The document content shows a technical drawing of a road cross-section with various layers and dimensions. A callout box labeled "Opening Individual Sections" points to the "Open Document" icon in the top right corner of the preview panel. Another callout box labeled "Page Navigation" points to the scroll bar on the right side of the preview panel. A third callout box labeled "Page Navigation" points to the page navigation toolbar at the bottom of the preview panel, which includes icons for "Previous Page", "Next Page", "Page Up", "Page Down", and "Page 6 / 17". The page navigation toolbar is circled in red. The document also features a signature panel and a professional seal.

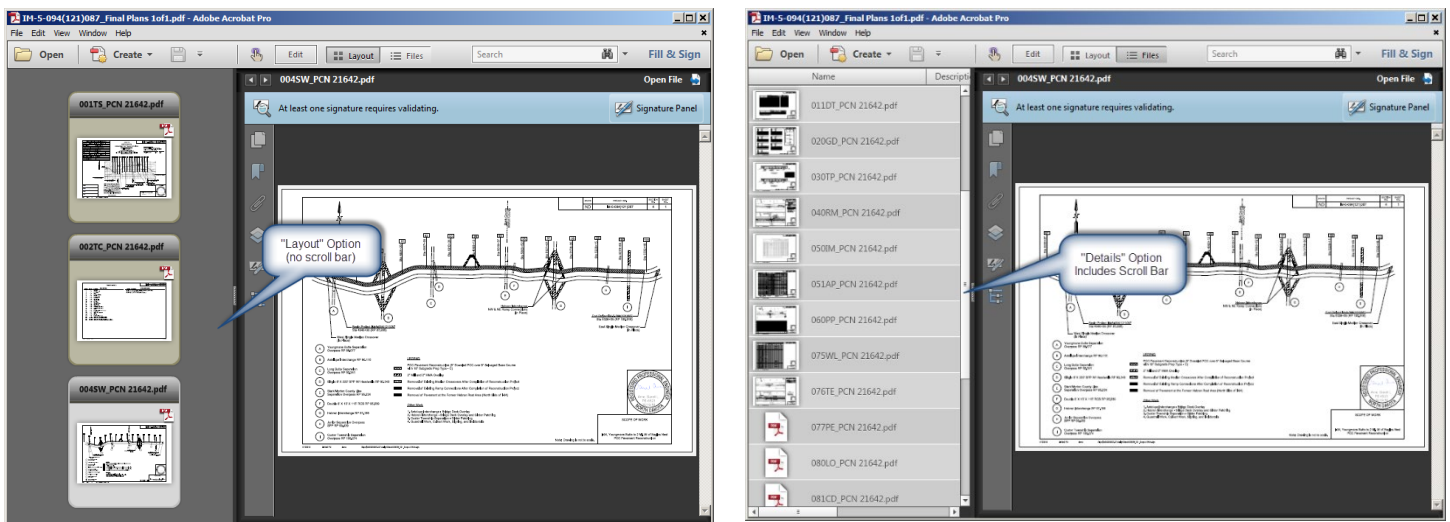
View and Window Options

The Portfolio format may look different if viewed on different version of pdf readers. The portfolio may have been created with non-Adobe software (Bluebeam Revu) and this can also affect default view and window options.

From the adobe menu, the following options change the portfolio panel view.

- View > Portfolio > Layout
- View > Portfolio > Details

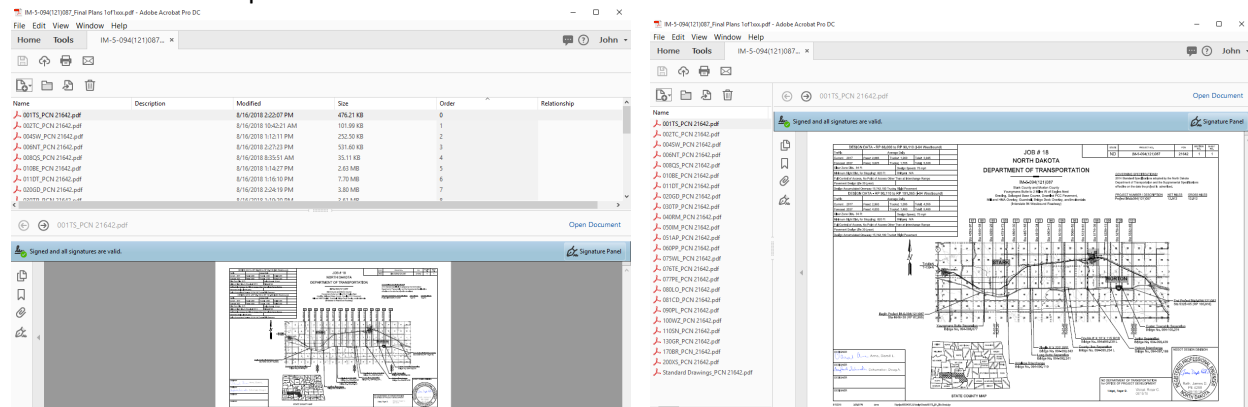
If you are using Adobe version XI, there is an important functional difference with this option. In version XI, the “Layout” Option doesn’t have a scroll bar in the portfolio panel. In the XI version, only the “Details” option has the scroll bar in the portfolio panel. Most people prefer the “Details” option for navigating a portfolio with many sections.



If you are using an Adobe DC version both the Layout and Details options include the scroll bar.

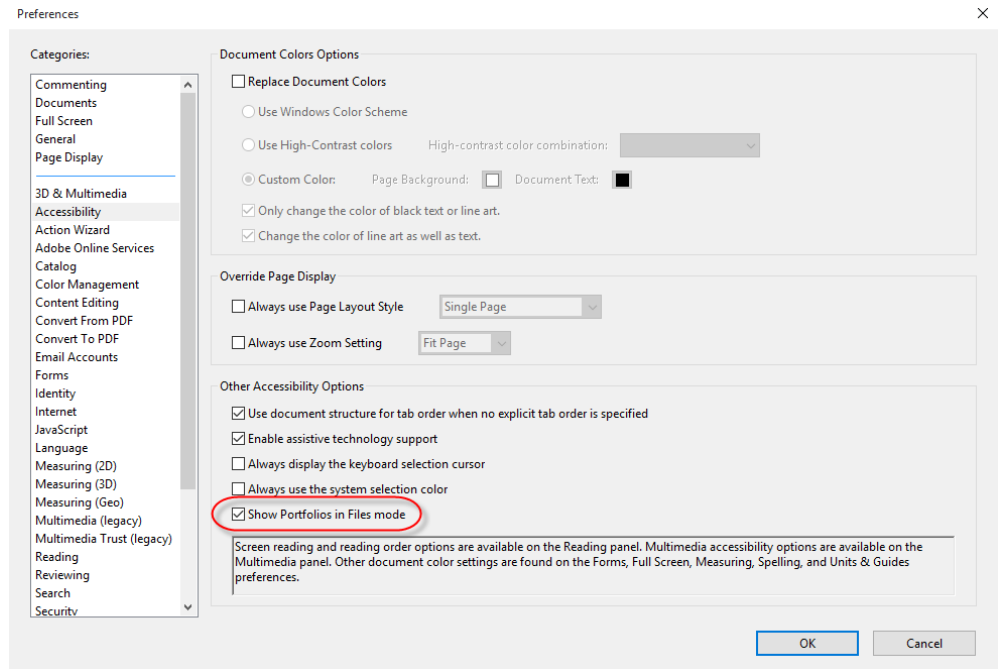
The location of the portfolio panel can also be changed from the adobe menu by selecting one of the following options.

- Window > Split Horizontal
- Window > Split Vertical

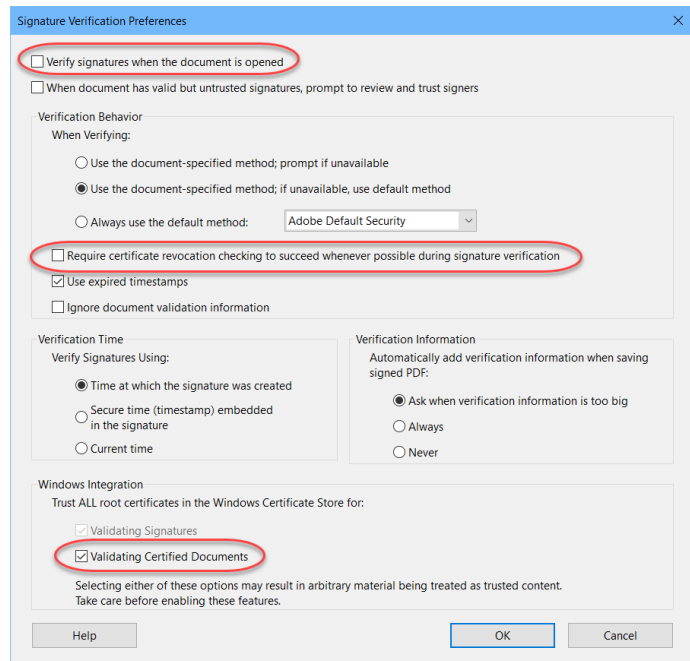


Preferences

The “View > Portfolio > Layout” and “View > Portfolio > Details” option discussed previously are only for the active adobe session. The “Layout” view is default preference. To set “Details” view as the default preference, select “Edit > Preferences > Accessibility > Show Portfolios in Files Mode”.



Opening a large set of plans with many signatures can take long time if all signatures are verified. Signatures may not need to verify every time a document is opened. This setting can be turned off in order to increase file opening speeds. Select “Edit > Preferences > Signatures”. Then select the “More” button under the “Verification” heading. Turn off the option to “verify signatures when the document is opened”.



Verifying Signatures

Click on the “Signature Panel” button in the ribbon or navigation pane. If the option to “verify signatures when the document is opened” is turned off, select the “Validate All” option.

The screenshot shows the Adobe Acrobat Pro DC interface. The top ribbon includes 'Home' and 'Tools'. The 'Tools' pane on the left shows the 'Signature' tool selected. The main window displays a document titled '006NT_PCN 21642.pdf'. A 'Signature Panel' is open on the right, showing a list of signatures: 'Rev. 1: Signed by Arne, Darell L.', 'Rev. 2: Signed by Arne, Darell L.', 'Rev. 3: Signed by Arne, Darell L.', 'Rev. 4: Signed by Arne, Darell L.', 'Rev. 5: Signed by Arne, Darell L.', and 'Rev. 6: Signed by Schumaker, D'. Each signature entry indicates '1 Miscellaneous Change(s)'. A 'Validate All' button is highlighted in the Signature Panel. The document page shows a table of notes with columns for 'NO', 'REVISION', 'DATE', and 'BY'. The notes include details about utility locations, project phasing, and construction traffic access. A circular red highlight is around the 'Signature Panel' button in the top right corner of the document window.

IM-5-094(121)087_Final Plans 1of1xxx.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools IM-5-094(121)087... x

006NT_PCN 21642.pdf Open Document

Signed and all signatures are valid.

Signature Panel

Validate All

Rev. 1: Signed by Arne, Darell L.
1 Miscellaneous Change(s)

Rev. 2: Signed by Arne, Darell L.
1 Miscellaneous Change(s)

Rev. 3: Signed by Arne, Darell L.
1 Miscellaneous Change(s)

Rev. 4: Signed by Arne, Darell L.
1 Miscellaneous Change(s)

Rev. 5: Signed by Arne, Darell L.
1 Miscellaneous Change(s)

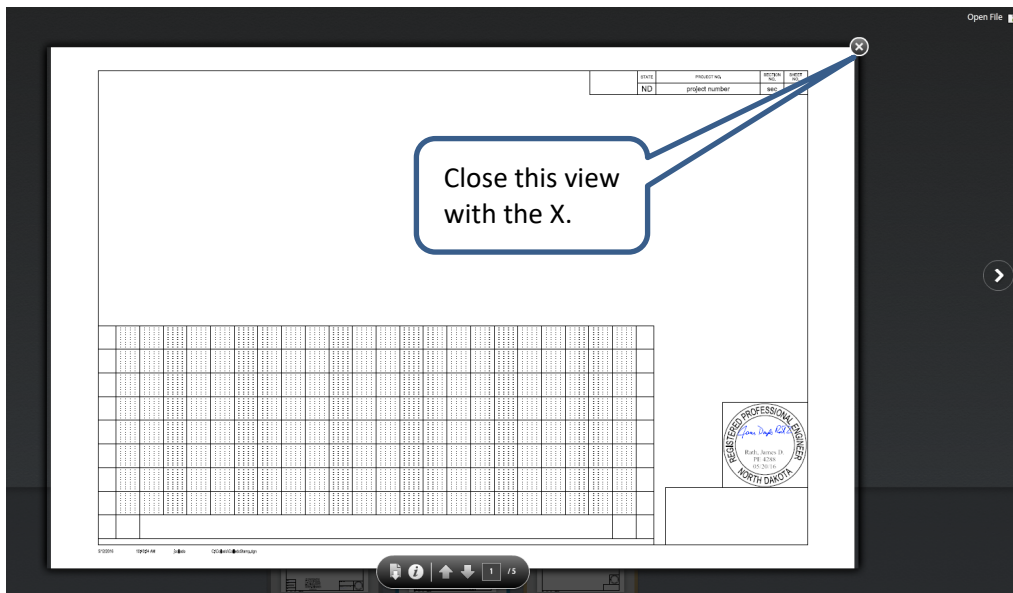
Rev. 6: Signed by Schumaker, D
1 Miscellaneous Change(s)

NO	REVISION	DATE	BY
104-P01	UTILITIES: The vertical and horizontal utility locations shown in the plans are approximate. Plan locations should not be interpreted as exact for bidding or construction purposes.		
104-P02	PROJECT PHASING: 1. Jackhammer the pipes that will be crossing under both roadways prior to wetting westbound traffic to the eastbound lanes. See Section 51 for locations. 2. Complete drainage work in the median prior to wetting westbound traffic to the eastbound lanes. This work consists of removing silt and sediment, installing silt fences and sediment traps, and installing concrete median drains, removal of rocks, etc. To obtain temporary access, provide an access plan containing the following information: • A traffic control plan; • A traffic impact analysis; • A safety analysis; • A CCA; and • An environmental impact analysis. To be considered for approval, the following minimum conditions must be met in the access plan: • Construction traffic will not be allowed to cross lanes of traffic being used by the public at grade. • The access plan must show that there will be methods in place, at all times, to prevent public traffic from using the access. • A plan to restore the area disturbed by the access, including right of way fences, to preexisting or better condition. All work necessary to provide the access plan, comply with the plan, and to restore the area to its pre-existing condition must be completed at no additional cost to the Department. 104-P01 CONSTRUCTION TRAFFIC ACCESS: The Engineer may allow temporary access to areas within the right of way at locations other than interchanges. Temporary median crossovers are described below.		
108-100	WEEKLY PLANNING & REPORTING MEETING: A weekly planning and reporting meeting is required.		
202-P01	REMOVAL OF CONCRETE PAVEMENT: Do not strip concrete curbs, the base, or finish on the highway right of way. Include the cost for removal of reinforcing steel in the price bid for "Removal of Pavement."		
202-P02	REMOVAL OF TEMPORARY BYPASS: Remove the median crossovers, temporary ramp crossovers, and ramp connection sections when no longer needed to maintain traffic. This work will consist of: 1. Saw cutting the pavement to be removed at the edge of the treated shoulder. 2. Constructing an aggregate slope at the edge of the saw cut. 3. Shaping the median fore-slopes to 8:1, placing topsoil, seeding, and mulching. This includes the liquid application in the treated median and on the back-slope. 4. Remove, haul, and dispose of all materials. 5. Reestablish existing slopes or dist. locks as shown on the Dist. Lock Detail. Include all labor and equipment costs for removing, hauling, and disposing of materials, removal and replacement of topsoil, and seeding of median slopes, fore-slopes, and dist. lock slopes in the unit price bid for "Removal of Temporary Bypasses." 202-P10 SHRINKAGE: 20 percent additional volume is included for shrinkage in earth embankment.		

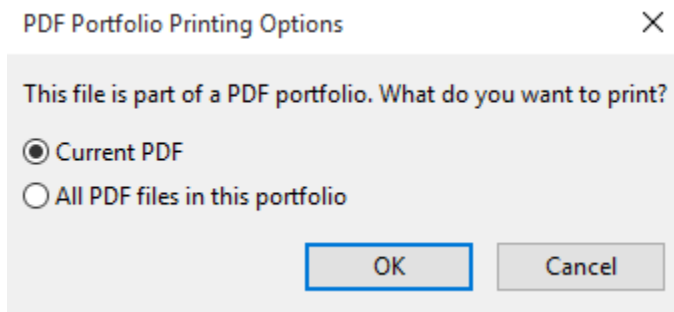
Printing

To print an individual page or part of a section of the plans you will need to open the individual section of the plans and use the printing tools. You will not be able to print an individual page within a multiple page section from the portfolio preview pane.

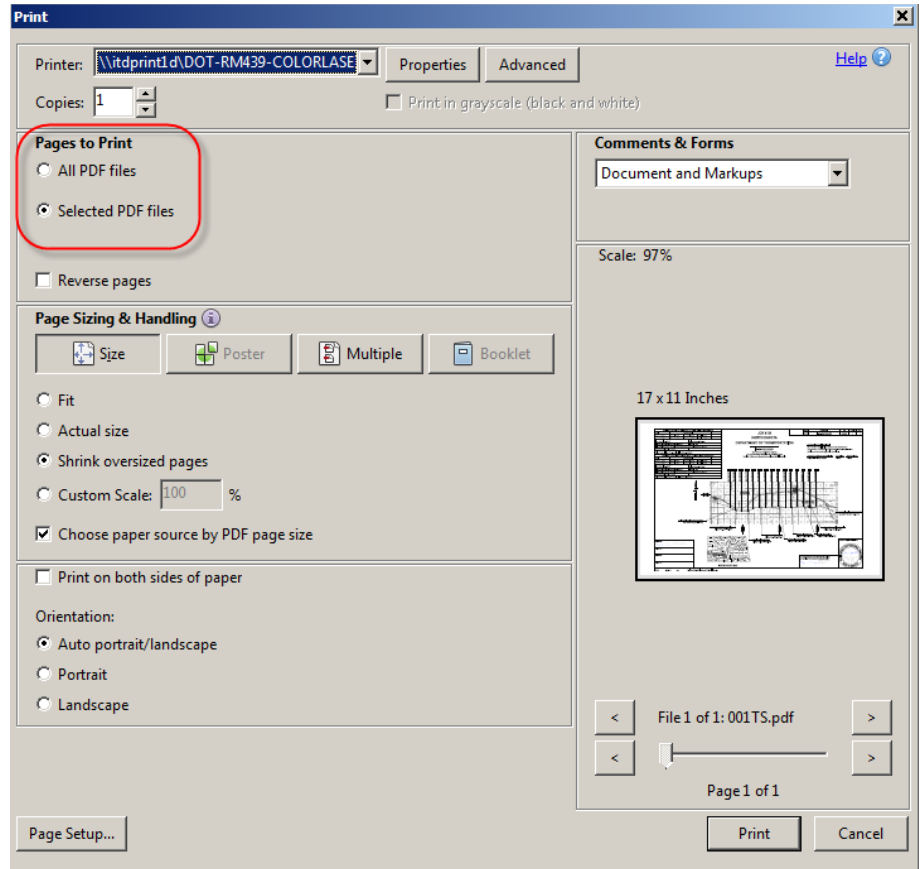
To print the entire portfolio, close any files you opened. Close the enlarged view with the X in the upper right corner.



Select the print button in the upper left menu. In Adobe DC you will be prompted "What do you want to print?"



With older versions of Adobe, look for “Pages to Print” options.



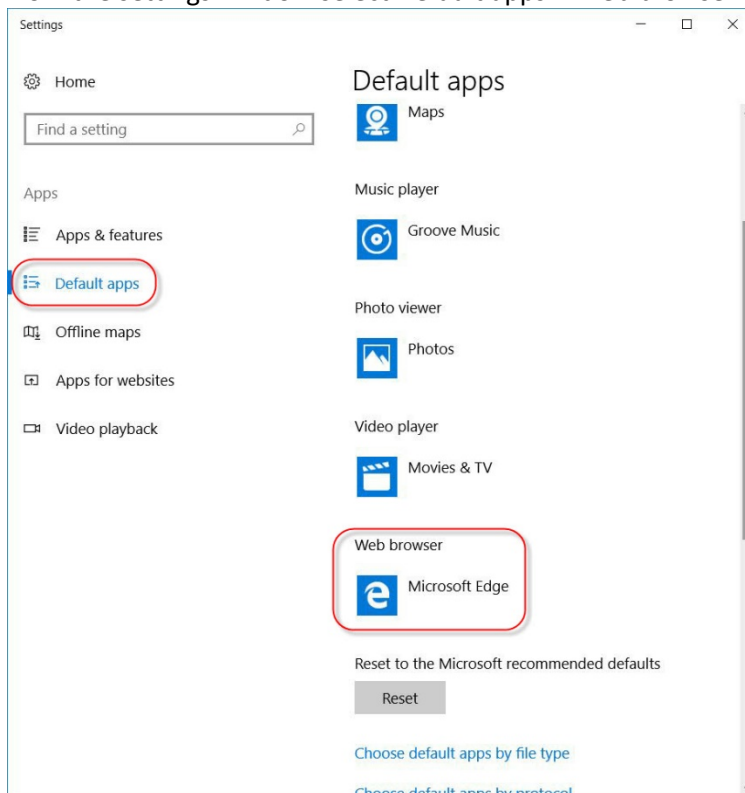
To print certain sections within the portfolio, select them first from the thumbnail view at the bottom. Use Ctrl+Click to select. Then click the print button in the upper left menu and choose Selected PDF Files under Pages to Print.

Web Browser and Default File Adjustments

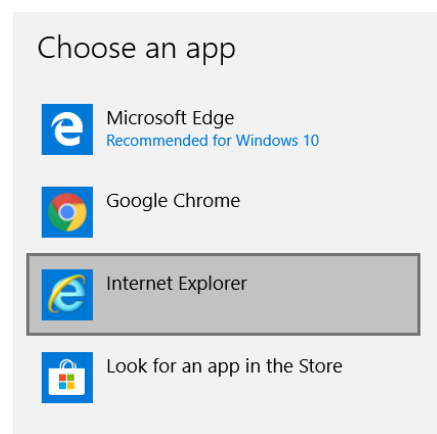
Computers installed with windows 10 typically have the default browser set to Microsoft Edge. Microsoft Edge is not able to directly open a pdf file with adobe acrobat. Microsoft Edge uses its own pdf viewer that is not able to open a portfolio. Changing the default browser to Internet Explorer is another solutions to viewing a pdf portfolio.

Changing the Default Browser on a Windows 10 Computer

1. From the windows start menu select "settings". The settings icon looks like a gear.
2. From the settings window select Default apps > Web browser.



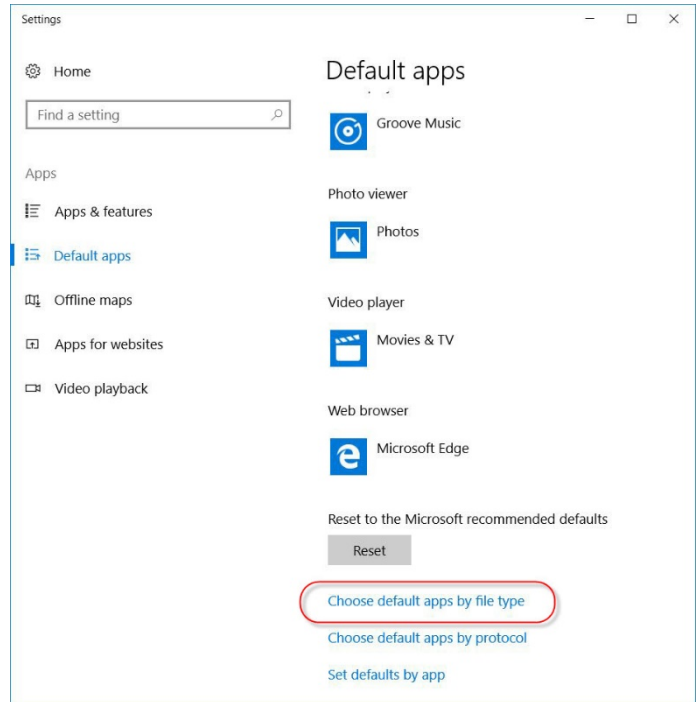
3. Select a default browser such as Internet Explorer.



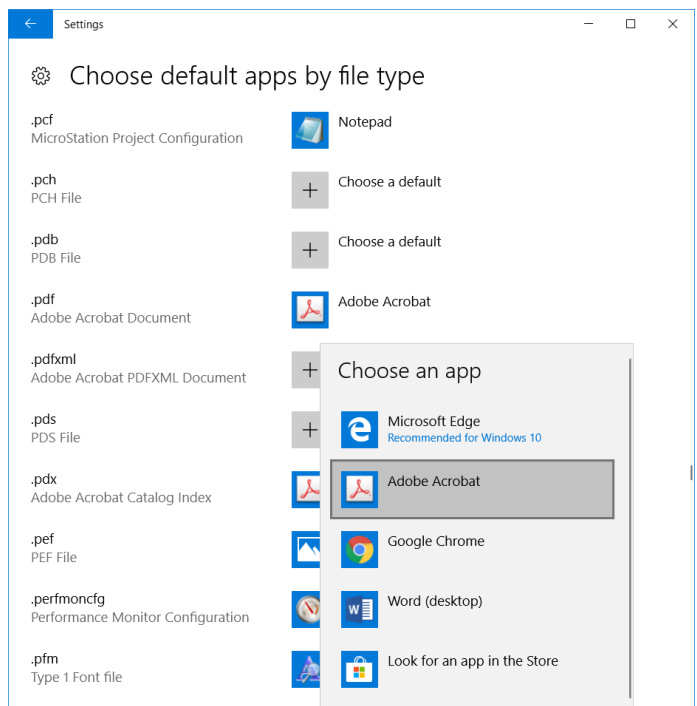
The default pdf viewer on Windows 10 computers may also be setup to use Microsoft Edge. This typically need to be changed to Adobe Acrobat.

Changing default PDF viewer to Adobe Acrobat

1. Continuing from the “Windows Start Menu > Settings > Default apps” window discussed on the previous page, scroll down and select “Choose default apps by file type”.



2. From the “Choose default apps by file type” window, scroll down to the pdf extension and select Adobe Acrobat as the default app for pdf files.



You may have Internet Explorer setup as your default browser so that pdf portfolios can be opened. However the pdf viewer used in Internet Explorer is only Adobe Acrobat Reader. You may have the professional (Pro) version of acrobat loaded on your computer and you may prefer to open pdf files with all of the tools associated with the Pro version. Adobe Acrobat Pro can be launched directly from Internet explorer by disabling the Adobe PDF Reader Add-on.

Open PDF files directly in Adobe Acrobat from Internet Explorer

See the following link

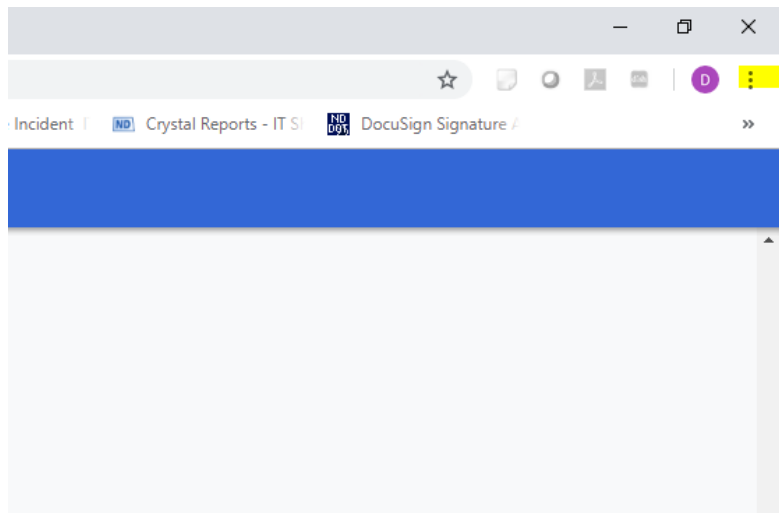
<https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html#>

Chrome and Firefox Browsers

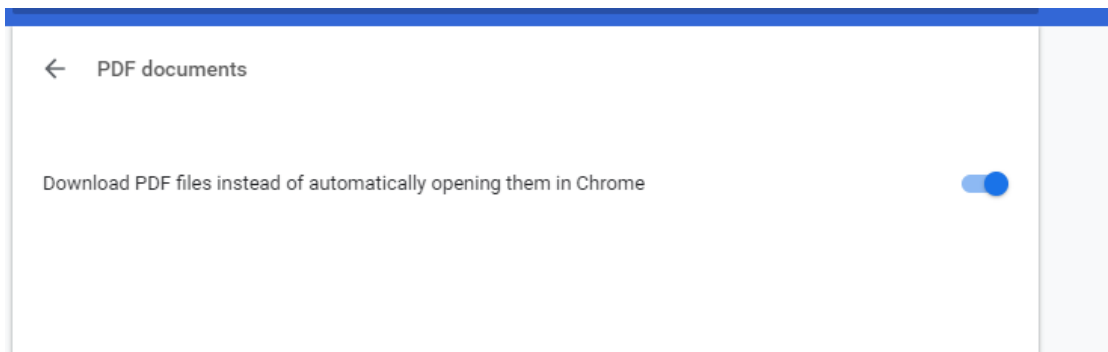
The internet browsers Chrome and Firefox have settings that can be adjusted to open a pdf portfolio by automatically downloading the file and opening it directly with Adobe Acrobat.

Open PDF files directly in Adobe Acrobat from Chrome

1. Within an open Chrome browser, click 3 dots in the top right. Select “Settings” from the drop down menu.

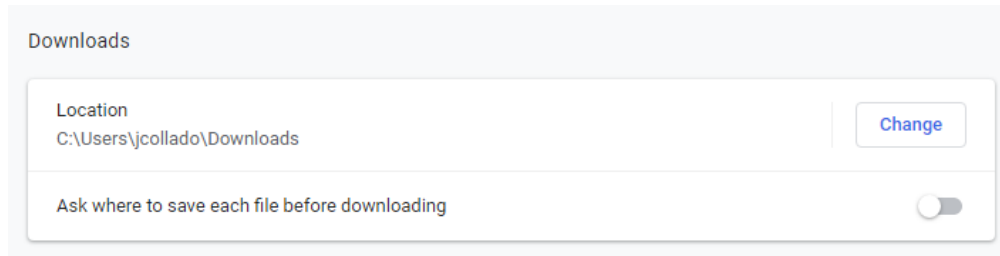


2. Scroll to the bottom of the settings and choose Advanced.
3. Toward the bottom of Privacy and Security section, click Content Settings.
4. Toward the bottom of that section click PDF documents.
5. Toggle on “Download PDF files instead of automatically opening them in Chrome”.



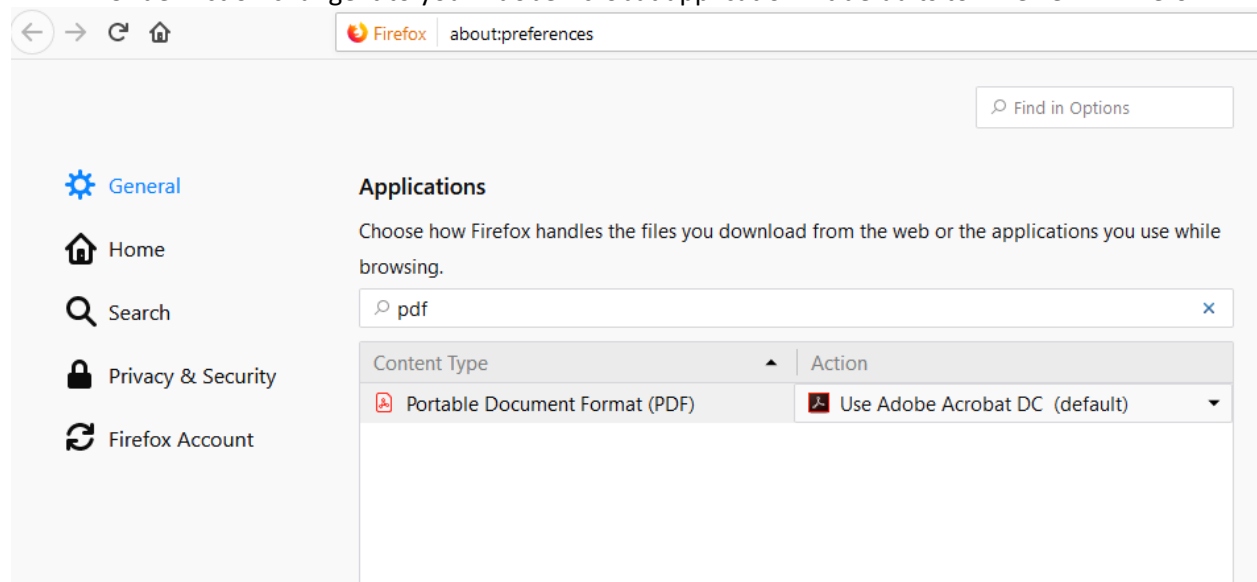
Chrome Browser Default Download location

1. From the Chrome advance settings (see steps 1-2 on the previous page), scroll down to the Downloads section.
2. Click the Change button to change the default Chrome download location.



Open PDF files directly in Adobe Acrobat from Firefox

1. Select the 3 bars in the top right. From the drop down menu select "Options".
2. Make sure General is selected on the left and scroll down to applications.
3. Enter pdf in the search or just select pdf from the list.
4. Under Action change it to your Adobe Acrobat application. It defaults to "Preview in Firefox".



Firefox Browser Default Download location

Firefox uses 2 different download locations. There is a "Save files to" and a "%Temp%" location. If you right click on a pdf link in Firefox and use the "Save Link As..." tool, Firefox will use the "Save files to" location. If you use the open pdf file directly in Adobe Acrobat option discussed above then Firefox will use the "%Temp%" location.

The "%Temp%" location is typically c:\Temp or C:\Users\%username%\AppData\Local\Temp.
The "Save Files to" location is typically c:\users\%username%\Downloads.